



Code: 1288

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: FORENSIC AUDIT INVESTIGATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, performs financial forensic analysis to gather evidence in response to allegations of fraud, collusion and conflicts of interest conducted by city employees and private contractors, and performs related duties as required

ESSENTIAL DUTIES

- Conducts comprehensive financial analyses of automated accounting systems and manual fiscal records (e.g., ledgers, invoices, contracts)
- Collects and evaluates financial evidence in order to establish the nature and extent of alleged improprieties
- Interviews managers, witnesses and subjects to obtain evidence of alleged wrongdoings
- Prepares written reports detailing investigation findings
- Testifies at state and federal criminal court, civil proceedings and before administrative hearings regarding the results of investigations
- Ensures collected physical evidence is preserved, inventoried and archived according to operating standards
- Collaborates with investigators from the Office of the Inspector General and state and federal agencies in order to obtain and analyze financial records
- Participates in the conduct of performance audits and program reviews in operating departments
- Initiates investigations based on intelligence derived from prior forensic activities and findings of conducted investigations
- Uses software tools (e.g., Access, SQL, Business Objects, SAS) to design queries for the analyses of large datasets
- Locates, recovers and analyzes electronically stored information (e.g., bank records) while preserving its evidentiary value

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance or a directly related field, plus three years of work experience in financial auditing and/or investigations, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *financial analysis principles, methods, practices and procedures
- *generally accepted accounting and auditing principles, methods, practices and procedures
- *applicable computer software packages (e.g., accounting software, data management software) and applications
- *report preparation methods, practices, and procedures

Some knowledge of:

- federal and state laws, regulations and guidelines regarding admissible evidence
- evidence collection and analysis equipment, methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

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- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns
 - **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: January, 2012